

Updated: 05/01/2017

## General Information

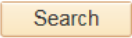
Task	Process Information
How to find the Associated PO Number and Receipt Number for a Voucher	PO and Receipt information for a Voucher is available on the Related Documents Tab. <b>Note: This does not apply to Expense Vouchers and non-PO Vouchers.</b>

## GEARS Navigation

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## 1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Enter the Voucher ID.  <b>Note: Business Unit should default to MDJUD.</b>	
2.	Click the  button.	

3.

Click the Voucher ID hyperlink to open the voucher.

Search Results

Personalize

Voucher Details

Vendor Information

Business Unit	Voucher ID	Invoice Number	Invoice Date	Voucher Style	Voucher Source	Entry Status	Incomplete Voucher	Gross Invoice Amount
MDJUD	00281109	086301402	10/01/2016	Regular	Online	Postable	<input type="checkbox"/>	136.53

4.

Click the Related Documents tab.

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

Business Unit

MDJUD

Invoice No

086301402

Voucher ID

00281109

Invoice Date

10/01/2016

Action

Run

Payment Details

Personalize

Find

View All

First

1 of 1

Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Paid	10/03/2016	346534	SHARE	000000731		1 CHK	136.53	136.53	USD

Voucher Line - PO Information

Save

Return to Search

Notify

Refresh

Add

Update/Display

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

5.

A) Click the Expand button for the Voucher Line – PO Information.  
B) Click the Expand button for the Voucher Line – Receiver Information (if applicable).

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

Business Unit

MDJUD

Invoice No

086301402

Voucher ID

00281109

Invoice Date

10/01/2016

Action

Run

Payment Details

Personalize

Find

View All

First

1 of 1

Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Paid	10/03/2016	346534	SHARE	000000731		1 CHK	136.53	136.53	USD

Voucher Line - PO Information

Save

Return to Search

Notify

Refresh

Add

Update/Display

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

6.

Once expanded, the associated PO Number and Receipt Number are available.

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary

Business Unit

MDJUD

Invoice No

086301402

Voucher ID

00281109

Invoice Date

10/01/2016

Action

Run

Payment Details

Personalize

Find

View All

First

1 of 1

Last

Actions	Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment Currency
▼ Actions	Paid	10/03/2016	346534	SHARE	000000731		1 CHK	136.53	136.53	USD

Voucher Line - PO Information

Personalize

Find

View All

First

1-3 of 3

Last

Invoice line	Match Line Option	PO Business Unit	Purchase Order	Line Number	Schedule Number	Item ID	Quantity Vouchered	Unit of Measure	Unit Price
1	Full Match	MDJUD	0000057700	1	1		1.0000	EA	29.28000
2	Full Match	MDJUD	0000057700	2	1		363.0000	AMT	0.01460
3	Full Match	MDJUD	0000057700	3	1		1180.0000	AMT	0.08640

Save

Return to Search

Notify

Refresh

Add

Update/Display

Summary

Related Documents

Invoice Information

AOC MD Payment

Payments

Voucher Attributes

Error Summary



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.